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Submission of Requested Documents

Drop Box: **Wallace Campus at Dothan**
Financial Aid Office
Grimsley Hall
Submit the requested documents in the Financial Aid Office Drop Box.
YOUR FORMS MUST BE COMPLETED IN ORDER TO USE THIS OPTION.

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Mail: **Wallace Campus at Dothan**   **Sparks Campus at Eufaula**
Wallace Community College   Wallace Community College
Financial Aid Office   Financial Aid Office
1141 Wallace Drive   P.O. Drawer 580
Dothan, AL 36303   Eufaula, AL 36072

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Email: **Wallace Campus at Dothan**   **Sparks Campus at Eufaula**
finaid@wallace.edu   finaid@wallace.edu
You must place YOUR name and the campus YOU will attend in the SUBJECT line.

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Fax: **Wallace Campus at Dothan**   **Sparks Campus at Eufaula**
334-556-2523   334-687-2357
Fax the requested documents to the Financial Aid Office of the campus you plan to attend.

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IRS DATA RETRIEVAL TOOL

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly into their FAFSA.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool because you won't need to provide a copy of your or your parents' tax transcripts to the financial aid office if the IRS Data Retrieval is successful. It is in your best interest to utilize the IRS Data Retrieval Tool.

If you do not use the IRS Data Retrieval Tool to provide tax information and your FAFSA is selected for verification, you will be required to provide official tax transcript(s) from the IRS for you and your parents, if required. The process of requesting the tax transcripts from the IRS can take from 5 to 10 business days.

If you have already submitted a FAFSA and would like to use the IRS Data Retrieval Tool, go to www.fafsa.ed.gov, click Login, and start a correction. Once in the FAFSA, navigate to the "Financial Information" section where the option to use the tool displays for eligible students and parents. If given the option to skip any questions, **DO NOT SKIP** questions.

WHY WAIT IN LINE……!

myWCC **can be utilized to check the status of your Financial Aid.**
For example, you can check on Financial Aid required documents, awards, balance, etc.

To access **myWCC**, log on to the Wallace Community College website, www.wallace.edu and follow the steps below:
1. Click **myWCC (top left)**
2. Click LOGIN at the top of the screen.
3. Enter your User ID and PIN. The default User ID and PIN number is your student number and date of birth (six digits).
4. Click on Student Information Center, then Financial Information.

TO CHECK THE STATUS OF REQUIRED DOCUMENTS:
1. Click on **Financial Aid Requirements.** Select appropriate year.
2. NOTE: All required documents must be submitted before financial aid can be awarded. Documents listed with no date received should be submitted immediately.

TO SEE ALL AID THAT HAS BEEN AWARDED BY THE FINANCIAL AID OFFICE:
1. Click on the Financial Aid Shopping Sheet.

TO VIEW YOUR FINANCIAL AID AWARD SUMMARY:
1. Click on Financial Aid Status.

TO UPDATE YOUR ADDRESS, EMAIL ADDRESS AND PHONE NUMBER:
1. Click on Student Information, then Modify Contact Information.

SCHOLARSHIP APPLICATIONS AND SEARCHES

To access current WCC scholarship applications, go to:
1) WCC Homepage www.wallace.edu
2) Click on Financial Aid
3) Click on Current Scholarship Opportunities

To access current WCC scholarship searches, go to:
1) WCC Homepage www.wallace.edu
2) Click on Financial Aid
3) Click on Financial Aid Resources